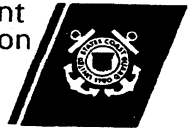


U.S. Department
of Transportation

**United States
Coast Guard**



The Coast Guard Directives System

COMDTINST M5215.6C



COMDTINST M5215.6C

9 JUL 1998

COMMANDANT INSTRUCTION M5215.6C

Subj: THE COAST GUARD DIRECTIVES SYSTEM

1. PURPOSE. This Manual establishes policies, procedures, and standards for the administration of the Coast Guard Directives System for both Headquarters and the field.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure that the provisions of this Manual are followed.
3. DIRECTIVES AFFECTED. The Coast Guard Directives System, **COMDTINST M5215.6B**, is canceled.
4. MAJOR CHANGES. Major changes to this system include: issuance of a punitive general order or regulation; 'avoiding the use of gender-related wording, as described in **COMDTINST M5216.4** (series); pollution prevention consideration for technical, acquisition and procurement, or logistics directives related to system design as well as the procurement, storage and use of hazardous or toxic materials and generation of hazardous wastes; validity of instructions on the intra/internet; a directive containing twenty-five (25) or more pages is now defined as a manual by virtue of its length; and clarification of electronic submission of directives on electronic media and the selection of formats from applications on SWIII. For publications out-of-stock for a period longer than six (6) months, consider deleting the directive and have it removed from the **DPRI** and dropped

DISTRIBUTION - SDL No. 135

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z
A	5	5	3		5	3	3	1	1	1	1	3	3	1	1	1	1	1	1		1	3				
B		8	20	2	38	18	11	9	9	10	11	3	27	6	10	3	5	5	1		1	1	4			
C	6	6	3	2	5	1	3	1	1	1	1	1	3	1	1	1	1	1	1	1	1	1	3	1	1	1
D	2	1	1	4				1	1	1	1	1	1	1	1	1	1	6						1	1	1
E		1				1				1				1						1						
F	1								1	1	1	1	1	1	1	1				1						
G																										
H																										

NON-STANDARD DISTRIBUTION:

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from the Directives System entirely. Commandant ((G-SIII)) will reprint directives of less than twenty-five ((25)) pages when the stock is depleted. All other directives must be reprinted at the expense of the sponsoring office or special staff division. The limitation on the multiple address memo addresses is removed.

5. REQUESTS FOR CHANGES. Units and individuals may recommend changes by writing via the chain of command to Commandant ((G-SII)), U. S. Coast Guard Headquarters, Washington, DC 20593-00011.
6. POLLUTION PREVENTION ((P2)) CONSIDERATIONS. Pollution Prevention considerations were examined in the development of this directive and have been determined not to be applicable.
7. HISTORY. A mandate, promulgated by the Paperwork Reduction Act ((PRA)), states that we are now more responsible and publicly accountable for reducing the burden of Federal paper on the public. It established policies and procedures for controlling paperwork burdens imposed by Federal agencies on the public and to minimize the public burden and the Federal cost of data gathering. Distinct goals of the PRA are to:
 - a. Minimize the Federal paperwork burden.
 - b. Maximize the usefulness of information collected by the Federal government.
 - c. Minimize the cost to the Federal government of collecting, maintaining, using, and distributing information.

As an outgrowth, the CG DIRECTIVES (CD-ROM) SYSTEM was 'born in 1991.. Though originally containing about 40% of Commandant Instructions and Manuals, it has long since been refined and improved. In 1994, G-SII began to accelerate its CD-ROM efforts, in advance of the introduction of SWIII Coast Guard wide. Apart from bringing the total number of Commandant Instruction's ((CI)) and Commandant Instruction Manual's ((CIM)) up to about 95% of all available documents, the CG Directives System remained virtually unchanged for several years. Late in 1994, many enhancements were introduced, most notably the unconstrained retrieval of information, along with an installation routine to simplify setup of the system in Windows. The database was changed to allow the same disc to work in both CGSWII and SWIII environments.. In April 1997 many improvements were added such as the addition of all images associated with directives (they, however, are not available in the Convergent Technology Operating System ((CTOS)).. The enhancements

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accounted for a searchable electronic version of the Standard Distribution List ((SDL)) and the Directives and Publications Report Index ((DPRI)). These will replace the printed versions of these documents, and will put fast, easy access to this data at the users' fingertips. Other innovations included a complete **JetForm** library and Coast Guard Correspondence templates for Microsoft Word. Future efforts will comprise the phasing out of the CD-ROM **CGSWII** version, the addition of Commandant Notices, **hyperlinks** between relevant data in the database, and links that will generate external programs.

8. FORMS AVAILABILITY. Coast Guard form, **CG-4428**, Request for Directives (Stock Number **753000-FO-2-06220**, Unit of Issue **PG**) is available from the U. S. Coast Guard Engineering Logistics Center ((ELC)). The following Coast Guard forms, **CG-4590**, Concurrent Clearance; **CG-4229**, Digest; and DOT F 1700.3 Printing, Binding, Distribution, and Editorial Services Request Form (use carbonless paper) are available in **JetForm** Filler on **SWIII**, and in Forms Plus on **CGSWIII**. The latest version of **CG-5323**, Request for Allowance Change, is available only on **SWIII**, for those, using **CGSWIII** request a copy of this form from Commandant ((C-SII)).

**G. NASCARA**

Director of Information and Technology

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RECORD O F CHANGES			
CHANGE NUMBER	DATE OF CHANGE	DATE ENTERED	BY WHOM ENTERED

CHAPTER 1.. REGULATIONS AND POLICIES

A. General Definition. The Code of Federal Regulations, Title- **41** Subpart **101**, Section **101-11.20-2**, defines "directive" as a written communication that initiates or governs action, conduct, or procedure. Directives are circulars, notices, instructions, regulations, orders, and handbooks. They include materials issued to multiple addressees in multiple copies for insertion as policy in administration and operations manuals. Directives promote consistency, continuity, planning, understanding, teamwork, and ensure that delegation of authority is followed. (Consult the Correspondence Manual, **COMDTINST M5216.4** (series) for further information on multiple addressees). Certain other informational documents are classified as Non-directive materials, but are also issued through the Directives System. Examples include news releases, program announcements, publications, catalogs, price lists, training materials, or correspondence. (See chapter 9 for a complete discussion of non-directive materials).

B. Statutory and Regulatory Guidance.

1. **41 CFR Ch. 201 ((7-1-87))**. Section **201.45.105** "provides Federal agencies with standards and guidelines for establishing and managing effective directives systems." The objective is to provide agency managers with means to effectively and efficiently convey written instructions to users and to document agency policies and procedures.
2. **44 U.S.C. 2902**. This section states that "accurate and complete documentation of the policies and transactions of the Federal Government" is one of the goals of records management in federal agencies.
3. Regulatory Requirements. The Coast Guard Directives System is bound by Federal Information Resources ~~Management~~ Regulations (**FIRMR**), Appendix C.

C. Requirements of a Directive. A directive must be issued when an official document includes any of the following actions:

1. Establishes policy.
2. Prescribes a method or procedure.
3. Establishes standards of operation.
4. Establishes or changes organizational structure.
5. Delegates authority.

6. Assigns responsibility.
7. Establishes a form, or report.
8. Revises, supplements, or cancels a directive.

D.. Types of Directives. Those types of directives specific to Headquarters only are discussed in Appendix A. The limitation on the multiple address memo addresses is removed. A memorandum format is used when the same information is sent to various offices or commands. DO NOT use this format to request information or impose reporting or information collection on field units. Issue a Notice or Instruction instead. Originators of these directives are requested to maintain the case file for each directive issued by their office.

1. Transmittal Instruction. This type of instruction is used to promulgate a manual and remains in effect as long as the manual. Any reporting or form requirements imposed by the manual are listed in the transmittal instruction.
2. Instruction. An instruction ((INST)) is a directive prescribing authority or containing information with continuing reference value or that requires continuing action. An instruction remains in effect until it is replaced or canceled by the originator or higher authority. Originators should review instructions every four years and validate them through the Directives Coordinator (hereafter referred to as the DC).
3. Notice. A notice (NOTE) is a directive of a one-time or brief nature with the same force and effect as an instruction. All notices have self-canceling provisions. Notices remain in effect until date of cancellation and are automatically canceled after one year. Information that is expected to remain in effect more than one year must be issued as an instruction. (See enclosure (1) for a sample notice).
4. Manual: A manual ((M)) is a permanent type of instruction containing 25 or more pages. Manuals require a table of contents and must be organized by chapters and sections. When a manual imposes reporting requirements, those requirements will appear in the transmittal instruction prescribing it. Manuals must be reviewed annually for content and are canceled by the originator or a higher authority. When the contents are no longer applicable, the information is canceled or superseded.

5. Operation Plan. An Operation Plan (OPLAN) is any plan for the conduct of military operations, prepared by the commanding officer/commander in response to a requirement established by a responsible senior official. Operation plans are prepared in either complete or concept format per Joint Operation Planning and Execution System (JOPES) Vol. I, Deliberate Planning Procedures, COMDTINST M3020.11 (series).
- a. Operational Plan in Complete Format (OPLAN)/Operation Order (OPORD). An operation plan for the conduct of operations is a basis for development of an Operation Order (OPORD). (Complete plans include deployment/employment phases, as appropriate). An OPORD is a directive issued by a commander to a subordinate commander for the purpose of effecting the coordinated execution of an operation.
- b. Operation Plan in Concept Format (CONPLAN). An operation plan in abbreviated format, that otherwise would require considerable expansion or alteration to convert into an OPLAN or OPORD.
- c. Support Plan. An operation plan prepared by a support commander (or subordinate commander) to satisfy the requests or requirement of the support commander's plan.
6. Standard Operating Procedures (SOPs). SOPs are a set of instructions covering those features of current operations that lend themselves to a definite or standardized procedure without loss of effectiveness. An SOP is developed by an office or command to ensure correct adherence to internal procedures. Unless otherwise instructed, employees should follow the SOP. The format is at the discretion of the originator. Joint Operation Planning & Execution System SOPs will be prepared using the format specified in JOPES Vol.I, COMDTINST M3020.11 (series).
7. Message-Type Directives. These are notices of an urgent nature transmitted through the telecommunications system. They shall not be used to make changes to other directives unless the emergency is clearly identified in the message. In the Directives System, URGENCY is defined as insufficient time to get essential information to personnel through other directives when the information is: a) required by law or regulation; b) an issue on safety; c) important to the morale of Coast Guard personnel--e.g., awards, promotions/selections, or other personnel items, deaths of senior personnel.

8. Punitive General Order or Regulation. Any Coast Guard directive, or change to a Coast Guard directive, that is intended to operate to make specific conduct directly punishable as a crime, must be properly issued as a punitive general order or regulation.

- a. Article 92 of the Uniform Code of Military Justice (~~UCMJ~~), makes it a criminal offense to violate or fail to obey a lawful general order or regulation. This statute allows the Coast Guard to make specified conduct a crime by properly issuing an order or regulation. Most orders and regulations are not intended to **criminalize** conduct. Also, some orders and regulations that are meant to **criminalize** conduct cannot be enforced, because they fail to meet the test for a punitive general order or regulation.
- b. There are two aspects to the test for an order or regulation that can be enforced as a lawful general order or regulation under Article 92: (1) it must be general; and, (2) it must be punitive. A general order or regulation is one that is applicable throughout the Coast Guard or a particular command, and is issued under the authority of the President, the Secretary of Transportation, the Commandant, a flag officer in command, an officer authorized to convene general court-martial, and others enumerated in the Manual for Court-Martial, at Part IV, 16c(1)(a). A punitive order or regulation is one that regulates individual conduct, and is applicable to all persons or a group of persons within the organization or command. It should be self-evident from the terms of a punitive order or regulation that any violation or disobedience is punishable as a crime; an explicit statement to this effect is not legally required, but is strongly encouraged. Section 8-H-2-h. of the Personnel Manual is an example of a punitive regulation. An order or regulation that merely establishes standards or guidelines that are to be applied or implemented by subordinate commanders is not a punitive regulation. For example, the Commandant's Human Relations Policy Statement, enclosure (1) of COMDTINST 5350.21, is not a punitive regulation.

E. Originating Authority. An originating authority is the official by whose authority and under whose title a directive is issued. Those authorized to issue directives are:

1. The Commandant.
2. Area, district and group commanders.
3. Commanders, maintenance and logistics commands; and,
4. Commanding officers and officers-in-charge.

F.. Signing Authority. Field units shall follow local delegation of signature authority guidelines.

G.. Pollution Prevention ((P2)) Consideration. Any directive that deals with the following is required to include P2 considerations:

1. Routine, non-critical maintenance or operational procedures that involve the procurement or use of hazardous or toxic material and/or produce hazardous waste.
2. Procurement, acquisition or contracting procedures.
3. Logistics or inventory control procedures.

For additional guidance, see Enclosure ((7)) or contact Commandant G-SEC-X

If the above criteria do not apply and the directive has no applicability to P2 concerns, include a brief statement to this effect in the directive's letter of promulgation. See Enclosure ((7)) for suggested statement format.

H.. Records Disposition. Directives are the Coast Guard's formal written communication on policy and procedure. The originator's official file copies of all directives, including notices, revisions and cancellations, with background materials, are the permanent record copy and must be retained according to the provisions of The *Paperwork Management Manual*, Commandant Instruction **M5212.12** (series). Likewise, these are permanent records and a copy must be sent to the National Archives and Records Administration (~~NARA~~) for permanent retention. For further assistance on this, contact the Records Management Officer in **G-SIII**. If the directive is still in effect, the originating office must keep a copy of the case file.

CHAPTER 2.. DIRECTIVES COORDINATORS ((DCs))

- A. General. DCs are persons assigned by their unit to ensure compliance with guidelines for those directives issued under their area of responsibility. This function is vital to every office originating Coast Guard directives. No document shall pass the DC's review until it is print-ready. Due to the "need to know" principle for classified material, DCs shall not review or handle classified directives. Instead, the originator with the proper security clearance shall handle all aspects of review. The originator is also responsible for ensuring that the final document is printed at an accredited facility and distributed by authorized means, as prescribed in the Security Manual, COMDTINST M5500.11 (series) and the Automated Information Systems ((AIS)) Security Manual, COMDTINST M5500.13 (series).
- B. Directives Control Point ((DCP)). The directives control point in the Coast Guard is Commandant ((G-SII)) at Headquarters.
- C. Responsibilities. DCs are assigned within each administrative office of the areas, MLCs, and districts to ensure compliance with directives standards. Any other unit may assign this function at the discretion of their commanding officer. DCs receive guidance from this Manual and policy guidance from Commandant ((G-SII)). Each DC shall:
1. Evaluate on a continuing basis the operation of the Directives System within the organization, analyze the organization's current directives and recommend improvements (i.e., changes, consolidations, cancellations, etc.).
 2. Determine that each directive is current, necessary, complete and does not duplicate or conflict with other directives.
 3. Assist in assigning SSIC numbers and consecutive numbers per the Standard Subject Identification Codes ((SSIC)) Manual, COMDTINST M5210.5D.
 4. Review each new directive before it is issued for compliance with directives standards, including:
 - a. Proper format and identification (e.g. CGMacros and the Correspondence Manual, COMDTINST M5216.4 (series) for guidance).
 - b. Correct use of SSIC numbers and references.
 - c. Adherence to editorial standards (Use the Correspondence Manual, COMDTINST M5216.4 (series) for guidance).

- d. Compliance with security requirements.
 - e.. Proper clearance and signatures.
 - f. Proposed distribution of each directive to ensure appropriate dissemination.
 - g. Sufficient initial and reserve stock by arranging for reproduction and distribution of unclassified directives.
- 5. Ensure that the activities cited in paragraph C above issue annual numerical and alphabetical directives indexes, supplying two copies to Commandant ((G-SII)).. The indexes shall contain those directives that were supplemented to units below the group level.
 - 6. Maintain a set of reference directives that are in effect and review indexes to ensure that directives addressed to the organization are up-to-date and pertinent to that organization. Use electronic or optical files where optical readers are available.
 - 7. Obtain a complete set of applicable directives for all newly activated or commissioned organizations.

CHAPTER 3.. HOW TO FORMULATE A DIRECTIVE

- A. Introduction. The goal of the Directives System is to enable users to find information on a particular subject without delay. Directives shall state information and instruction as clearly and logically as possible, using plain language.
- B.. Plan Before Writing.
- 1.. Know your objectives.
 - 2.. Know your audience and include only that information essential to the reader.
- C.. Organize Logically.
- 1.. There are many ways to organize material: by the steps of a process, by function, by category, by order of importance, etc. Use one or more of these methods, depending on the scope of the directive.
 - 2.. Consider the information in relation to the purpose of the directive when planning its organization. Consider what situations will most frequently require reference to the directive. Organize information in a way that will benefit the person seeking guidance. For instance, the purpose of this manual is to prescribe the Directives System and set forth policies and standards for its administration. Chapter 1 describes the categories of directives and other material issued through the system and states responsibilities of those who administer it. Later chapters state policies and procedures for various functions that relate to the Directives System.
 - 3.. In deciding where to place specific information, consider its relative importance within the overall organization. For example, in planning where to define terms, consider their use in the directive.
 - 4.. Determine whether the directive indicates legal ramifications or prohibitions. If necessary, consult the ~~appropriate legal~~ officer before this determination is made and before such language is included in the directive.
- D.. Prepare An Outline.
- 1.. Organize material in chapters for directives having twenty-five ((25)) or more pages.

2. Use titles to help your reader locate specific information quickly. Be sure that titles are descriptive. General or vague titles are of little help in locating information.
 3. In a directive greater than twenty-five (25) pages, include a table of contents.
 4. Avoid using many levels of subheadings. Use no more than four levels. Use more headings at a higher level to achieve this. (See enclosure (2) for paragraph guidelines).
 5. List conditions, steps, and exceptions separately.
 6. In the PURPOSE and ACTION paragraphs, clearly state "who" is responsible for "what." (See Chapter 5, paragraph C).
- E. Write Clearly. (Use the Correspondence Manual, COMDTINST M5216.4 (series) for guidance).
1. Consider your audience. Write for the reader.
 2. Use short paragraphs. State the main idea in the first sentence.
 3. Use short declarative sentences. Avoid complex sentence structure. Avoid overusing conjunctions (e.g., "and") to connect ideas. State the idea in separate sentences.
 4. Use short, concrete, specific words. Rely on verbs. Avoid needless words. Limit sentences to 15-20 words.
 5. Use the active voice. It is more direct than the passive voice and shows accountability.

EXAMPLE: "The Commandant issued the directive on
15 January 1992."
 6. Use a brief example to illustrate a point, if this will be helpful. Indent an example. Designate it clearly by using the term "EXAMPLE."
 7. Review carefully. Ask: "Will this be clear to someone unfamiliar with the subject?"
 8. Avoid gender-related wording. Refer to the Coast Guard Correspondence Manual, COMDTINST M5216.4 (series) for guidance on avoiding gender bias in writing.

CHAPTER 4. IDENTIFYING DIRECTIVES

A. Originator's Abbreviation.

1. The authorized abbreviation of the originator's title identifies each document issued through the Directives System. For example, the abbreviation of "Commandant" is "**COMDT.**"
2. Refer to Enclosure (3) of the Standard Distribution List, **COMDTNOTE 5605**, for a listing of long and short titles of directives originators.

B. Standard Subject Identification Codes ((SSIC)).

1. The Coast Guard uses the Navy Standard Subject Identification Codes to number all documents issued through the Directives System. Supplementing the Navy codes is a **16000** series of codes covering Coast Guard missions.
2. Refer to the Standard Subject Identification Codes ((SSIC)) Manual, **COMDTINST M5210.5** series for identification codes.

C. Identification.

1. Instruction. The authorized abbreviation "**INST**" identifies each instruction. The originator assigns the appropriate **SSIC** number and places a decimal point after it.
2. Notice. The authorized abbreviation "NOTE" identifies each notice. The originator assigns the appropriate **SSIC** number. Because of their brief duration, notices are not assigned consecutive numbers but are identified by **SSIC** number and date.
3. Manual. A manual is identified by "**INST**" and the letter "**M**" as a prefix to the **SSIC** number. The originator assigns the appropriate **SSIC** number and the DC the consecutive number.
4. Non-Directive Materials. The authorized abbreviation "PUB" and the letter "**P**" as a prefix to the **SSIC** identifies this type of Non-directive issuance. The originator assigns the appropriate **SSIC** number. Non-directives shall be numbered in the same sequence with other directives. Once a number is selected for Non-directive material, it is used until the document is canceled. A volume number or issue number will identify the unique issue of the Non-directive material.

EXAMPLE: If the third document under **SSIC 1650** is Non-directive material, its identification is **COMDTPUB P1650.3.**

- D.. Security Classification Identification. The originator shows that an instruction or notice is classified by prefixing the **SSIC** with the letter "**C**" for confidential, "**S**" for secret, and "**TS**" for top secret. Each originator numbers classified instructions in the same sequence as unclassified instructions and ensures that accountability is maintained. (Consult the Security Manual, **COMDTINST M5500.111** (series)). Regardless of the overall classification of a document, assign an unclassified title or subject whenever possible, followed by the letters cited above ("**C**", "**S**", or "**TS**") in parentheses. See enclosure (3) for a sample.
- E.. Citing Directives. When a document refers to, or cites a directive, the title and identification number of the directive must appear in the text or reference line of the document.

The citation of a notice always includes the subject and date.

EXAMPLE: The Coast Guard Directives System, **COMDTNOTE 5215** of
1 Mar 92

CHAPTER 5. FORMAT OF DIRECTIVES

A. Heading.

1. Full Identification. The first line of the directive shows its identification.
2. Cancellation Date. In a notice, the originator will type the word "CANCELED," followed by the appropriate date of cancellation on the first line close to the right margin (see enclosure (1)). This does not apply to instructions.
3. Subject. This line of the directive is a concise statement of its subject and should be typed in capital letters.
4. References. This line contains references. Do not reference notices in instructions (exceptions: the Standard Distribution List (SDL), COMDTNOTE 5605; and the Directives, Publications, and Reports Index (DPRI), COMDTNOTE 5600). Keep references to a minimum. If all addressees do not hold a specific reference, use the abbreviation "NOTAL" immediately after the reference (see Enclosure (3)). List references in the order they are mentioned in the text. Do not list references that are not mentioned in the body of the directive. Do not refer to draft, unofficial directive information or impose actions based on such documents.

B. Table of Contents.

1. In a directive of twenty-five (25) or more pages, use a table of contents. This does not include enclosures or samples, this directive is a manual by virtue of its length.
2. List every chapter and section in the table of contents. List titled paragraphs and sub-paragraphs, if appropriate.

C. Paragraph Sequence.

1. Purpose. The first paragraph shall be a brief summary of the purpose of the directive and indicate the intended user.
2. Action. The ACTION paragraph follows the PURPOSE paragraph in all instructions and notices. This paragraph assigns responsibility or delegates authority through the chain of command to the appropriate commander/commanding officer designated to ensure compliance with a directive. The Commandant assigns this responsibility to the following:

- a. Area commanders
- b. District commanders
- c. Commanders of maintenance and logistics commands
- d. Commanding officers of headquarters units (this citation includes all headquarters units e.g. Superintendent, Coast Guard Academy).
- e.. Assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters.

[NOTE: Identifying the commands listed above would be appropriate for directives that task large numbers of units.]

When tasking specific units, clearly state the delegation of responsibility to them by naming the units in this paragraph. Tasking of units below the group level will generally be done by their parent commands.. Headquarters may task facilities with coordination of the appropriate Facility Manager. For specific exemptions, see page 7-2,, paragraph B.. Tasking cannot be done via e-mail, draft or by unofficial documents.

- 3. Directives Affected. This paragraph states what effect a directive has on previous or existing directives, but in a notice issued with the sole purpose of canceling another directive, the cancellation shall be located in the PURPOSE paragraph.
- 4.. Forms/Reports. The last paragraph of an instruction or notice gives information about possible forms and reports the directive may require, as well as where requisite forms may be obtained.
- 5. Other Paragraphs. No set order for other paragraphs is prescribed.

D.. Paragraph Titles/Section Numbers. Be consistent in using titles. If one sub-paragraph is titled, all other sub-paragraphs at the same level in that section must have titles. Underline each title or use bold face type. Use paragraph titles for major subject divisions of a document. Manuals will begin with chapters, and directives with less than twenty-five ((25)) pages will begin with paragraphs (see enclosure ((2))). It is no longer necessary to carry over section and paragraph numbers on subsequent pages.

E.. Exhibits or Figures. When including exhibits/figures in a directive, place them closest to their first reference in the text. Number them sequentially in each chapter preceded by the chapter number and a dash (e.g., Exhibit 3-1 is the first exhibit or figure in Chap. 3)..

- F.. Enclosures. Use enclosures to provide supplementary information. If an enclosure contains an exhibit/figure, label each with an enclosure number, dash (-) and letter (e.g., 1-A, ~~2-A~~, ~~3-A~~, etc.).
- G.. Appendices. Use appendices to publish related but distinctly separate material at the end of a manual.
- H.. Distribution Grid. Fill in the complete proposed distribution on the grid block of the transmittal instruction before circulation for review. This will provide an opportunity for all reviewers to evaluate the list of ~~intended users/recipients~~ of directives.
- I. Reproduction. Directives are reproduced on both sides of the page reading from top to bottom (head to head).
- J.. Exceptions to Format. Direct all requests for exceptions to format requirements to Commandant ((~~G-SII~~)), through the DC. Provide written justification.
- K.. CG Macros. Many commonly used types of Coast Guard directives and forms used for correspondence are already **pre-formatted** ("template") on ~~SWIII~~ in MS Word, and on ~~CGSWIII~~ in Document Designer. For further information on macros, contact your Information Resource Management ((~~IRM~~)) staff.

CHAPTER 6.. FORMATTING INSTRUCTIONS

This chapter offers some formatting considerations for directive document(s) ((COMDTINST manuals, instructions, notes, letters of promulgation, images, tables, enclosures, tables, figures, etc.)), when writing them to an electronic media, such as to a floppy diskette, CD-ROM, or to a zip drive.

A. Document Preparation.

1. Design the physical size of a directive to fit onto an 8 1/2 x 11 sheet of paper (for both text format and non-text images).
2. Use the ~~pre-formatted~~ Word templates to prepare CG directives. On CGSWIII use "CG Macro" and on SWIII use the "CGDIRECT.DOT" template.
3. See the Correspondence Standards Instruction, COMDTINST 5216.17 (series) for guidance on type sizes.

B. Formats. A format is defined as the structure, or layout, of an item. This applies to text, graphic, spreadsheet, drawings, images, photo, or any other type of format style. Strive to create written directives in text format (preferably dot format) when writing to an electronic media.

[NOTE: When using the Directives System CD-ROM to search for directive(s), text format helps in keyword or phrase searches, whereas other format types do not. For example, you cannot search for an image or tables.]

Documents created on CGSWIII must first be converted and reformatted to be read on SWIII.. Follow the "CTOS File Conversion for Word 7" instructions for conversion (from *.dd files, on CGSWIII, to *.def format, readable on SWIII).. Copies of these procedures are available through your IRM staff or through HSC((tt)) in HQ.. Note that *.pic images on CGSWIII can not be converted automatically to SWIII,, but" must be scanned in from a hard copy. All conversion of directives should be verified by the DC.

All COMDT Directives should be prepared using only those standard applications available on SWIII (e.g., MS Word, Excel, etc.). If G-SIII can't read it, we can't process it!

C. Columns. Single column format.

D.. Margins. The left justified margin is $\frac{3}{4}$ " , the right unjustified margin is $\frac{1}{2}$ " , and the top and bottom margins are 1" . Margins are already ~~pre-formatted~~ in the **CGDirect.doc** macro and it may vary slightly.

1. First Page. Type the identification in the upper-right hand corner. The identification includes U.S. Coast Guard, followed by the office designator in parenthesis, and the state, zip code, and telephone number. **Next**, type the abbreviation for the type of directive, the **SSIC** and suffix beginning on line 6..
2. Continuation Pages. Type the identification (the directive number only) in the top outside margin of each page of the transmittal instruction--top right for odd-numbered pages and top left for even. All enclosures must be properly identified. In those cases where an enclosure is simply a reprint of another agency's or organization's issuance, identification on the first page or cover will suffice.
3. Page Replacement. Place the change number on the outside bottom corner of each replacement page. When there is a change on one side of a page replacement, type the change number and date only on the side that is changed.

1. Type the full identification of the directive on the first line.
2. Type the subject in all capital letters on the second line down from the identification.
3. Type references beginning on the second line down from the subject.

H.. Enclosures.

1. Beginning at the left margin, type the abbreviation "~~Encl:~~" on the second line below the signature. Type the number of the enclosure in parentheses, followed by the title of the enclosure,

EXAMPLE: ~~Encl:~~ (1) Listing of Directives

2. Identify the enclosure itself in the top outside margin of each page.

EXAMPLE: Encl. (1) to COMDTINST M5216.4C

- I. Distribution. Type the standard distribution list number immediately following the ~~pre-printed~~ words "Distribution: **SDL** No." on the bottom left of the first page, located above the distribution grid. In addition, fill in the distribution grid to indicate addressees. Also indicate how many directives each unit is to receive prior to submission for review. When the non-standard distribution is more than two lines of type, put ~~only the~~ notation "~~See~~ page xx" on the first page, and type all non-standard distribution on the signature page, following the signature and any enclosure information. See appropriate **DCs** for help in completing the grid.

J.. Page Numbering.

1. Do not number the first page of a directive or enclosure.
2. Number pages with Arabic numerals (**2, 3, 4**, etc.). Center the number about ~~1/2~~ inch from bottom of the page.
3. Number Table of Contents pages with lower case Roman numerals (**i, ii, iii, iv**, etc.). Center the **numericals** about ~~3/4~~ inch from bottom of the page.
4. When a directive has chapters, number the pages as follows:
Chapter 1: 1-1, **1-2**, **1-3**, etc. Chapter 2: **2-1**, **2-2**, **2-3**, etc.
5. Begin a new sequence of numbers for each enclosure. Do not continue numbering from the basic directive.

- K. Date. A directive must be dated by the sponsoring Directorate on the day that it is signed.

CHAPTER 7.. CLEARING AND ISSUING DIRECTIVES

- A. General Responsibilities of Originators. An originator is the individual or element actually writing and coordinating the clearance of a document, and must:
1. Be familiar with this Manual. Consult your **DCs** to resolve questions.
 2. Write the PURPOSE paragraph, considering the target audience and the tasks being required by the directive. Select the directorates and offices that may have a substantial interest in clearing material. Ensure early coordination to prevent delays in processing a directive. (See paragraph B. below for a discussion of tasking considerations).
 3. Ensure that material is approved by an individual authorized to sign "By direction" before it goes to other directorates or offices for clearance.
 4. Ensure that security requirements are met. Consult the Information Security Program Manual, **COMDTINST M5510.21** (series), the Automated Information Systems (**AIS**) Security Manual, **COMDTINST M5500.13** (series), and the Standard Workstation Security Handbook, **COMDTINST M5500.17** (series).
 5. When submitting material to the signing authority, clearly and concisely indicate the following, as appropriate, using a Digest or covering Concurrent Clearance:
 - a. Compile all non-concurrence and critical comments not fully resolved, and the reason(s).
 - b. State any special reason(s) for requesting signature by the authority to whom submitted, if signature at that level is not the norm.
 - c. Lists reviewers presumed to have no interest due to lack of response within the time allotted.
 6. Provide and tab all background material, and enclose all staff review notes and comments when material is submitted to the signing authority.
 7. Reroute material as necessary to assure continued concurrence by all interested staff components after making substantive changes. When imposed deadlines or other critical time factors prevent a reroute, the omissions shall be clearly presented to the signing authority.

8. When a directive imposes action or reporting deadlines and there is not ample time for routine printing and distribution, the initiating office may duplicate copies immediately after signature, assignment of a date and number. Copies shall be marked "ADVANCE COPY," and one forwarded to each action addressee and the local DC.

[NOTE: Do not distribute unsigned, undated advance copies; they are unofficial and do not require any action on the part of the recipient.]

9. Originators at Headquarters shall comply with the specific guidelines and procedures set forth in Appendix A.

B.. Tasking Considerations. Tasking is defined as an assignment of work to be accomplished. Commands below the group level (e.g., stations; Aids-to-Navigation Teams (ANT); Patrol Boats (~~PBs~~); and some Aids to Navigation (~~ATON~~) cutters) are not typically staffed to handle a significant administrative workload and should generally not be directly tasked by other than their immediate operational commander. It may be appropriate to send information copies of some directives to these units. When possible, the larger parent commands (groups) for these units shall be assigned responsibility for ensuring required task(s) are completed. The group may either complete the task (e.g., training, reports, data collection) or direct its subordinate units to assume responsibility for completing tasks imposed by directives. Originators shall avoid arbitrarily using the phrase "unit commanding officers shall..." in the ACTION paragraph since this statement automatically requires all commands to comply. Tasking may be made by Commandant to areas, headquarters units, districts, and maintenance and logistics commands. In a few cases, Commandant may task below the group when the task can only be accomplished by that level with the coordination of the applicable Facility Managers or for specific exemptions. Exemptions include:

1. Supervisory personnel duties, e.g., employee evaluations, notifying employees of qualifications and providing employee guidance and counseling.
2. Promotion boards.
3. Voluntary requirements, e.g., award nominations.
- 4.. Unit specific operational evaluations and training qualification requirements, e.g., Preventative Maintenance System (~~PMS~~), Personnel Qualification System (~~PQS~~) and Boat Crew Training and Qualifications Programs.

5. Any tasking that increases operational evaluation, training or qualifications requirements mandated by the Commandant's Vessel Safety Board.
6. Administrative changes necessary to maintain current manuals, i.e., inserting page changes.

When tasking affects units below the group level, groups may forward the appropriate directive, with the tasking highlighted, to units under their command.

6.. Clearing Directives.

1. Definition. Clearance is the coordination process by which interested organizational elements review directives and Non-directive publications issued by the originator. Originators should provide early, informal consultation with key reviews of proposed major policy provisions prior to formal concurrent clearance. This permits items of contention to be raised and discussed fully prior to the formal collection of comments.
2. When to Clear. Originators must initiate the earliest clearance possible! An official in the originating office who is authorized to sign "**By** direction" must approve proposed material and tasking. The material then goes to other interested organizational elements for clearance.
3. How to Clear. The originator selects the method of clearance to be used. These methods are:
 - a. Conference Clearance. An informal discussion of material concerning a number of organizational elements. It must be followed by a concurrent or sequential clearance.
 - b. Concurrent Clearance. Simultaneous review of material by concerned organizational elements. This process reduces the review cycle by compressing many reviews into the same period of time.
 - c.. Sequential Clearance. Although the form has been canceled, sequential clearance is still a way to coordinate. List the staff symbols across the bottom of the designated official file copy of the last page. Route the original and file copy to the first coordinator, who passes them to the next coordinator, if any, or to the signer. If no complication arise, you won't see the correspondence again until it has been signed. This is the most common way to coordinate.

- d. Electronic Clearance. Units may obtain clearance by E-mail **but** only if the official paper copy has the required signature(s). This practice, however, is contingent on the discretion of the commanding officer.

D. Concurrent Clearance Procedures. If concurrent clearance procedures are used, sequential procedures are not required.

1. Preliminary Initiating Office Action.

- a. Prepare material in camera-ready form if it is reasonably certain that changes and comments will be minor.
- b. Prepare a Concurrent Clearance, ~~CG-4590~~, (enclosure ~~(4)~~), showing all information required on the form. Allow a minimum of ten ~~(10)~~ workdays for review. A copy of the clearance must be attached to each routed draft copy.

2. Reviewing Office Actions. Coordinate quickly, within hours or less in urgent cases. Non-concurrence require written explanation.

- a. The reviewer shall complete the Concurrent Clearance form, indicating concurrence, non-concurrence, or concurrence with comments by initials in the appropriate spaces on the form. Comments may be written on the form (if space permits), noted on the draft, or attached separately. In the latter case, the form must be annotated to indicate the existence of other comments.
- b. Response must be made by the deadline for review, or an extension specifically requested from the reviewer. Concurrence will be assumed by the originator if no response, request for extension, or a notion of no interest of the deadline has been received.
- c. If the reviewer's concurrence is not required, indicate "no interest" in the spaces normally used to indicate concurrence, and return the material promptly to the originator.
- d. Do not forward drafts through Commandant (~~CG-SIII~~) until all concurrences have been obtained.

3. Final Initiating Office Action.

- a. After resolving differences, prepare the material for submission to the approving authority.

- b. Prepare a covering Concurrent Clearance or a digest, summarizing reviews; attach copies of the concurrent clearances from each reviewing official to the summary.
- c. Clear the material through the DC to assure compliance with the Directives System and this manual. The abbreviation "DC" and the initials of the person having this responsibility shall be shown in a space on the clearance sheet.

E.. Sequential Clearance Procedures.

1. Preliminary Actions of Initiating Office.

- a. Consult with the applicable DC during the drafting stage when there is a question regarding format and adherence to standards.
- b. Prepare the directive in camera ready form, and single-space for signature.
- c. Indicate staff components from which clearance is desired by inserting staff symbols in the clearance grid on the official file copy. Use the last three spaces for clearance or signature of officials designated to approve or sign the directive.
- d. Assemble the material, including background items and references, and attach a routing slip showing staff symbols in the same sequence as the clearance sheet. If required by your unit, prepare a digest summarizing the problems or elements involved, and explaining actions taken or recommended.
- e. Clear through the DC of the initiating office to assure compliance with standards before routing for clearance. The abbreviation "DC" and the initials of the person having these responsibilities shall be shown in a space on the clearance sheet.

2. Reviewing Office Actions.

- a. Initialing and dating in the space provided on the clearance copy indicates concurrence. If appropriate, a note may be added to the initials in that space to show that a memorandum is attached, with comments. If the reviewer does not concur, the space should not be initialed or dated, and a memorandum stating the reasons for non-concurrence should be prepared and returned to the initiating office with the draft. Informal contact should be made to avoid the need for a memorandum whenever practical.

- b. The material routed for clearance may be returned to the originator at any stage. Generally, the incorporation of changes requires rerouting, but minor changes of an editorial nature may be made without rerouting.
 - c. If any changes are needed, or when policy related issues or unresolved comments are attached (regardless of whether or not concurrence is indicated), make sure that the routing slip directs the material back to the originator before it goes to the signing authority.
 - d. If the reviewer's concurrence is not required, indicate "no interest" in the appropriate space on the official file copy and forward promptly.
3. Final Initiating Office Action. After review and concurrence, the material is routed to the signing authority.
- a. Clearance initials must appear on the material in its final form.
 - b. The initial block must never be trimmed from an earlier copy and attached to the final. Clearance blocks shall not be stapled, glued or taped.
 - c. When retyping has occurred to make editorial corrections only, mark "see prior clearance, retyped for editorial corrections" on the file copy, and attach the earlier draft.

F. Reviewing Officer Responsibilities.

- 1. The reviewer should use informal methods to recommend changes or corrections whenever practical. However, these methods are not a substitute for a formal response when requested by the initiating office. The reviewer is obligated to make a prompt response indicating either:
 - a. Concurrence (approval)
 - b. Concurrence with reservations (comments)
 - c. Non-concurrence (disagreement) attach comments
 - d. Concurrence not required, when review by that official is unnecessary

[NOTE: The reviewing officer should also review the clearance routing designated by the originator to determine if review by other staff components is required. Arrangements for additional coordination must be made with the originator.]

2. Concurrence by reviewers indicates that the material is:
 - a. Legal, correct, and complete.
 - b. Consistent with approved regulations, instructions and policies or is a change thereto which is approved and will be incorporated into directives for which they are responsible.

G.. Issuing Directives.

1. Standard Distribution List. The Standard Distribution List (~~SDL~~); **COMDTNOTE 5605**, provides official address and distribution symbols for the U.S. Coast Guard and is produced on the Web or CD-ROM semiannually. When a directive is issued on or after those dates, it must carry the sequential number shown on the cover of the **SDL**. This number must appear after the space marked "DISTRIBUTION **SDL** No." on the transmittal directive.
2. Avoiding Duplication. Originators will coordinate proposed directives, include information essential to all addressees, and ensure that distribution is accurate and complete. Originators will distribute directives to those who "need to **know**" and "need to **act**." Where geographic or resource limitations require additional response, subordinate commands shall forward the Commandant directive with the tasking highlighted to units required to take action. Commandant directives should be written in clear language and in sufficient detail and clarity to eliminate the necessity of subordinate units reissuing amplifying directives. Consequently, subordinate units shall not reissue a directive disseminating Commandant policy.
3. Providing Instructions to Headquarters. Area, district, and maintenance and logistics commands shall provide one copy to the subject matter program manager, and one copy to Commandant (~~G-SII~~)..

CHAPTER 8.. CHANGING AND CANCELLING DIRECTIVES.

- A. Changing Instructions. Advance changes shall only be mailed out after a signature has been obtained. The guidelines in this chapter will be followed when preparing changes. A summary of changes will be included in the letter of promulgation.
1. Reissue. Reissue the directive whenever cumulative changes result in the replacement of 50% or more of the **original text**, or when the signature page is changed. Assign each reissue the same **SSIC** number, consecutive number and other identification as the instruction it supersedes. A capital letter follows the consecutive number.

[NOTE: For Non-directive material (documents which must be cleared under OMB Circular A-130 -- magazines, journals, periodicals), do not assign a capital letter after the consecutive number. See Chapter 9.]
 2. Page Replacement. When changes to an instruction or notice are not extensive, issue them as page replacements. For easy identification of significant changes, either place a vertical line in the non-binding margin to mark the changed section or use boldface **type** in the text of the change. Do not carry vertical lines or boldface type over to the next issuance.
 - a. Assign each group of changes a consecutive change number: **CH-1,, CH-2,,** etc. Use only one series of consecutive change numbers to identify changes to a notice or an instruction, whether the changes are to the basic notice or instruction or to an enclosure.
 - b. Identify the change by number and by title.
 - c. Assign to a page replacement the same **SSIC** number, consecutive number, page number, and other identification as the page it supersedes.
 - d. In a manual, show the change (**CH-1,, CH-2,,** etc.) in the lower non-binding margin of each page replaced.
 3. Pen Change. Pen and ink changes may be used on a published directive if changes are minor.
- B. Changing Manuals.
1. Loose-Leaf Binder Format. Change a manual in the form of a loose-leaf binder in the same manner as any other instruction.

- 2.. Permanent Binding. A manual in permanent binding does not easily lend itself to change by page replacement. Permanent binding will be used for one-time issue documents only.
- C.. Record of Changes. All manuals have a "Record of Changes" page which appears at the front of the instruction. List each change made to the manual on this page.
- D.. Canceling Directives (by an Instruction or Notice). A directive may be canceled by another directive issued by the same originator or higher authority. The statement of cancellation shall appear in the third paragraph of the canceling directive. In a notice, the only purpose of which is to cancel another directive, the statement of cancellation shall appear in the first paragraph. Cancellations will be shown in the Directives, Publication, and Reports Index.
- E.. Reprinting with Changes. Reprinting of directives for stock is often necessitated by demand. All current changes shall be included in the reprint.

CHAPTER 9. NON-DIRECTIVE MATERIAL/~~PRINTING~~ PROCEDURES FOR NON-DIRECTIVE AND DIRECTIVE MATERIALS

- A. Definition. Non-directives are written communications that are informational. They are issued through the Directives System and follow many aspects of this System, including use of the Standard Subject Identification Code ((SSIC)) numbering and controlled distribution. Non-directive materials include newsletters, journals, periodicals, pamphlets, posters, brochures, bulletins, and technical reports.
1. Some Non-directive materials are called periodicals. Periodicals are publications produced semi-annually or more often. They do not include laws, regulations, opinions, decisions, official notices, circulars, administrative reports, memoranda, statistical reports, or information that is exclusively for the use of the issuing office. While not directive in nature, periodicals must be strictly monitored and controlled to ensure they comply with laws rules and regulations.
 2. Technical reports are publications consisting primarily of scientific, engineering, or statistical data or analyses of such data. They do not establish policy. These reports should be numbered sequentially, and include the letters **CG**, the office symbol, the year in which prepared, and the number of the report.
- B.. Development/Approval of Non-Directive Material. The process required for developing Non-directive material shall be approved via the chain-of-command. ~~Originators~~ must make every effort to consolidate periodicals. They shall not submit requests for approval of new periodicals until every effort has been made to incorporate the ~~informat~~ion into an established issuance. In addition, the following responsibilities apply:
1. Commanding officers shall ensure that the need for proposed periodicals is confirmed, that materials are not duplicative, and that they are technically accurate and in compliance with current policies. Requests for periodicals must note whether the periodical will be distributed at Government expense or sold, and must identify the following:
 - a. The need for and purpose of the periodical.
 - b. Proposed format.
 - c.. Proposed quantity.
 - d. Estimated cost.

e. Intended audience and manner of distribution.

f. Anticipated lifetime.

g. Compliance with GPO regulations.

2. Commandant ((G-SIII)) shall serve as the central control **point** for the resolution of any questions.

C. Format for Non-Directives. Department of Transportation Graphics Standards Manual, **COMDTINST M5200.112**, prescribes publishing standards for Non-directives. These include:

1. Use of the Coast Guard grid to show distribution of Non-Directive material.

2. A foreword or preface in lieu of a transmittal instruction.

3. Concurrence by the originating authority prior to publication. Signatures are not required on the published document.

EXCEPTION: Signatures are required when a foreword or preface is used.

4. Multiple ink colors may not be used unless approved in accordance with Government Printing and Binding Regulations published by the Congressional Joint Committee on Printing ((JCP)). (See Policy and Procedures: Printing, Duplicating, Copying, **COMDTINST M5600.6** (series)).

D. Economy in Printing for Non-Directive and Directive Material.

1. Policy. Coast Guard's printing must be accomplished economically. The lack of planning is not a valid justification for expedited processing impacting printing resources.

2. Responsibilities. When printing will be required, consider all factors significantly affecting cost. The prime consideration in every case should be: **"Is the printing necessary?"** If the printing is needed, take the following actions:

a. Copy Preparation. Minimize the number of pages, and avoid nonstandard paper sizes. Always furnish a camera copy, printed on one side of the paper only.

b. Presswork. Minimize the number of copies. Select inexpensive paper stock. Print on both sides.

- c.. Aesthetics. Avoid artwork, illustrations and printing in two or more colors, unless such use serves a specific functional need. Illustrations must be certified to be functional and related entirely to the transaction of public business. To use colors, send a written justification to Commandant ((G-SII)) for endorsement.
- d. Binding. Request holes be punched for the standard **three-**ring binder. Permanent binding does not lend itself to change by page replacement. Permanent binding will be used only for one-time issue documents. Three-ring binders are available through the supply system; larger binders are available for thick manuals under the General Service Administration's (GSA) Schedule. For additional information, consult the GSA Catalog.
- e.. Scheduling. Directives of less than ten ((10)) pages are generally printed and distributed in **15** workdays. Larger or more complicated directives may take longer. Work your production scheduling in advance with the printing specialist to ensure that deadlines may be met without the need for overtime, this increases the cost by at least **25%.**

CHAPTER 10.. ~~MAINTAINING~~, SUPPLYING, AND DISPOSING OF DIRECTIVES

A. Library of Current Directives.

1. Originator. Each originator or DC maintains a master set of all current instructions and notices pertinent to their office. When possible, maintain additional electronic or optical files where optical readers are available.
2. Addressees. Since all directives do not receive the same distribution, e.g., cutters and stations, there will be gaps in both **SSIC** numbers of directives and consecutive numbers of instructions in their libraries.

[NOTE: Use of the Coast Guard Directives System CD-ROM satisfies the library requirement.]

B. Access. Access to directives should be customer focused and consistent with existing security regulations.

C. Filing/~~Retaining~~ Directives.

1. Instructions and Notices. Instructions and notices (including general messages) will be filed in standard three-ring binders. Instructions and notices are arranged in numerical order by **SSIC**, regardless of originating authority. Notices are filed by **SSIC**, according to date, since a notice has no consecutive number. Outdated notices are removed from binders on a regular basis.

[NOTE: Commandant Instruction Manuals (~~COMDTINST~~ "M") need not be filed in the same binders with instructions and notices. They may be filed in separate binders by **SSIC** number. The requirement to file Instruction/Notice/and Manuals is met if units are using CD-ROM.]

2. Canceled Directives. Generally canceled directives, other than official file copies, are not retained unless they have reference value; in such cases copies are kept in the official case file. A copy may also be kept if needed to document an action. Refer to the *Paperwork Management Manual*, **COMDTINST M5212.12** (series) for the appropriate action.

D. Official Directives Case Files.

1. Each originator shall maintain separate official case files (by **SSIC**) for those directives listed in chapter 1 section D and those listed in appendix A section C, issued by their office. (Originators are encouraged to maintain additional electronic or optical files where optical readers are available).

2. Original directives have permanent retention value and shall be maintain in accordance with the *Paperwork Management Manual*, COMDTINST M5212.12(~~series~~).. Each official case file must include:
 - a. The official clearance copy of the transmittal directive, with clearance initials, names, and appropriate signatures or other authorization.
 - b. The official clearance of any change or cancellation to the transmittal directive,'
 - c. The signed original of the directive and any change or cancellation.
 - d. A printed or processed copy of the directive and any changes or cancellation.
 - e. Pertinent documents, such as those containing concurrence, non-concurrence, approvals and significant comments.
 - f. Electronic media (e.g. floppy disks, CD-ROM, zip drive, etc.) and negatives.

E. Supplying/Distribution of Directives.

1. Reproducing and Distributing Directives. Commandant (~~G-SIT~~) oversees policy and regulations governing reproduction and distribution of directives.
2. Supplying Additional Directives. Originating commands shall stock directives they issue and supply additional copies upon request.

F. Mailing Labels/Address Block.

1. In most cases, labels will be provided with the printing requisition for all non-standard distributions. For example: Under SDL symbol "~~A:a~~" the **USCGC BOUTWELL** and the **USCGC CHASE** are to receive five (**5**) copies of a directive, while other units within this symbol will receive three (**3**) copies. Prepare mailing labels for all units under SDL symbol "~~A:a~~". The top line of the address must include the unit's **SDL** symbol and the total number of copies the unit will receive.

EXAMPLE: "~~A:a~~" (**5** copies) "~~A:a~~" (**3** copies)

USCGC BOUTWELL USCGC DALLAS

2. Strict specifications for alignment and format must be followed when mailing labels are produced by Automatic Data Processing (~~ADP~~) equipment.
 - a. Printing must begin one inch from the left edge of the ~~paper~~, and 1/10 of an inch from the top edge of the paper.
 - b. Addresses must be limited to five lines, with a maximum of 29 characters per line, including blank spaces.
 - c.. Each set of labels must have a blank lead-in sheet so that test runs can be made before actual label running begins. Should the ~~ADP~~ paper tear on the perforation before all labels are completed, a blank lead-in sheet must follow the torn sheet.
3. All mailing labels shall bear the originator's routing symbol or other identifier so that material returned as undeliverable can be forwarded to the proper originator for address correction.
- 4.. Since the U.S. Postal Service (USPS) "multi-line," high-speed, automated, optical character readers (OCR) now read the total address block, all ~~CG~~ official mail envelopes should be addressed as follows:
 - a. Limit addresses to five single spaced lines.
 - b. **ALL** punctuation should be omitted except the parentheses required for the routing symbol and the hyphen in the **ZIP+4** Code. It is important that the next to the last line of an address contain only the street address, PO Box number, rural route, box number, etc.
 - c.. The last line contains only the city, state and **ZIP+4** Code (leave one or two character spaces between the last letter of the state name and the first digit of the ZIP Code). No other information shall be printed below the last line of the address.
 - d. All official mail shall have a complete return address, including the routing symbol.
5. **ZIP+4** is the standard ZIP Code format for the Coast Guard. All mail addressed to another ~~CG~~ or DOD activity shall contain the **ZIP+4** Code in both the delivery and return addresses.

G Special Mailing Lists (SML).

1. Special Mailing Lists are used to distribute certain types of material to agencies and individuals outside the Coast Guard.
2. A SML may be established by memorandum request to Commandant (G-SII). A minimum of 25 addressees is required. A listing of SMLs is contained in the Standard Distribution List.

APPENDIX A - HEADQUARTERS ONLY

- A. Headquarters Specific Only. Information contained herein shall be used as a supplement to the procedures and guidelines of this Manual. Commandant ((G-SII)), the Directives Office, is the control point for Headquarters. This office will review camera ready documents upon submission by DCs, prior to printing, per the parameters outlined below.
- B. Headquarters DCs and Directives Control Point. Assistant Commandant and special staff offices shall appoint a DC and notify Commandant ((G-SII)), in writing, with the name, routing symbol and phone number of the assignee. Coordinators are better able to provide assistance within their component since they are more familiar with particular requirements and are the primary reviewers. They shall:
1. Receive guidance from Commandant ((G-SII)). Ensure review through the chain of command, and transmit the completed package to the Directives Office.
 2. Review and initial unclassified directives originated by their component prior to forwarding for clearance. They will check for compliance with editorial standards and proper clearance signatures. (Clearance may be done by e-mail, provided the proper signatures are obtained on the official paper copy). Consult the Management of Electronic Mail, COMDTINST 5270.1 (series) and the Use of Electronic Mail for Transmission of Commandant Directives, COMDTINST 5605.2 (series).
 3. Ensure that the correct directive is used, e.g., COMDT notice instead of a notice in ALDIST form, or instruction instead of a notice.
 4. Ensure that directives are current, complete, and do not overlap or conflict with other directives.
 5. Ensure the correct SSIC number is assigned. Commandant ((G-SII)) assigns the number following the decimal point for new directives.
 6. Ensure the official case file for directives issued by the Assistant Commandant or special staff office is maintained. Ensure that originators of directives at Headquarters apply The Maintenance, Transfer and Destruction of Headquarters Records HQINST M5212.6 (series), in addition to The Paperwork Management Manual, COMDTINST M5212.112 (series) for records retention. DCs are encouraged to keep electronic or optical case files of directives, where optical readers are available.

7. Ensure that directives are of publishable quality before submission for clearance. Review distribution grid/list for correctness. Upon receipt in Commandant ((~~G-SII~~)), directives will receive a final review and be date stamped, if necessary, before going to print. Directives that have been dated in excess of two weeks prior to the print request will not be sent to print.
8. Submit signed directives to Commandant ((~~G-SII~~)) on a "true" disk (the actual version of what the office chief signed) for E-mail to "B" line distribution addressees.
9. Arrange for printing of extra copies through Commandant ((~~G-SII~~)), as necessary.
10. It is incumbent upon the DC and the sponsoring Directorate to retain and preserve a complete electronic copy of the directive on SWIII. The electronic copy must be identical to the version that accompanied the Executive Folder on an electronic media such as a floppy diskette, CD-ROM, or zip drive when submitted to **G-SII** for processing. Under certain conditions an e-mail submission will be acceptable, but check with **G-SII** before sending.

C. Types of Directives Specific to Headquarters. In addition to the types of directives outlined in Chapter 1 of this manual, the following are issued only by Headquarters:

1. Red Border Commandant Safety Notice ((~~COMDTNOTE~~)). This type of notice provides information on unsafe or unhealthy conditions and directs immediate corrective action, which is usually procedural. Red Border Commandant Notices transmitting policy will be followed by a change to an existing instruction or by a new instruction. These notices require prompt distribution.
2. Message-Type Directive ((~~ALCOAST/ALDIST~~)). This type of urgent Commandant notice is transmitted via the telecommunications system as a message. If the message is intended for all units, it shall be sent as an **ALCOAST**. When less than all unit distribution is desired, it shall be sent as an **ALDIST**. Upon receipt each area, district, and **MLC** shall determine which additional units under their administrative control shall receive the **ALDISTs**. ~~ALCOASTs~~ or ~~ALDISTs~~ shall not be used to make changes to other directives unless the urgency is clearly identified in the message. **URGENCY** is defined as insufficient time to get essential information to personnel through a formal directive when that information is required by law or regulation; is an issue of safety; is of importance to the morale of Coast Guard personnel (e.g. promotions, selections, etc.); or concerns personnel issues (e.g. deaths of senior personnel).

When preparing **ALCOAST** and **ALDIST** directives, paragraph guidelines shall follow the same format set forth in enclosure (2) of this manual.

[NOTE: The Directives Office reviews **ALCOASTs//ALDISTs** before signature of the directorate or other signing official. DO NOT E-MAIL **ALCOASTs//ALDISTs** TO COMMANDANT **G-SII**; this Office must initial the sequential clearance prior to transmission.]

3. Headquarters Coordination of Joint Directives. A joint directive is an instruction issued by a **CG** originator in conjunction with other military service(s). It remains in effect until canceled by the originator or higher authority. An example is a joint Army-Navy-Coast Guard directive. Coordination with other military services in the development of a joint services directive or the revision of an existing one is the responsibility of the originator. Commandant (**G-SII**) must be advised as soon as the determination to develop a joint directive is made. Costs are normally shared by the issuing agencies; in rare instances, the initiating agency covers all costs.

D. Handling of Classified Directives at Headquarters. **DCs** shall not review or handle classified directives. The official in the originating office with the proper clearance handles all aspects of review and clearance; to include printing and distribution by an accredited facility. Transmission of classified directives via e-mail is very restrictive--consult references cited in B.2. above. Enclosure (3) provides a sample of a classified Commandant Instruction.

E. Issuance of Other Agency Directives. If a Department of Transportation (DOT) or other agency's directive is considered applicable to the Coast Guard, it must be issued as a Commandant Directive. If the issuance is acceptable as written by the other agency, a transmittal instruction forwarding the issuance is prepared; or the issuance in proper directives format containing only essential information is rewritten and disseminated, along with Coast Guard amplifying instructions.

F. Who Must Clear.

1. **DCs** shall ensure that all directives tasking the field are cleared through facility managers (**FMs**). For **ALCOASTs//ALDISTs**, originators shall ensure that **taskings** are not imposed on field units unless it is a matter of safety, health, or critical mission. The originator selects the organizational elements to receive material for clearance. Directives must be cleared with every element affected by the directive, and by **FMs** of those elements being tasked. The following list represents the **FMs** at Headquarters and field units under their purview:

G-MR - Marine Safety Offices ((~~MSOs~~, C:e)), Marine Safety Detachments ((~~MSDs~~, E:m))
G-SEC - Civil Engineering Units ((~~CEUs~~, C:g))
G-SEN - Naval Engineering Support Units ((~~NESUs~~, C:x))
G-MOV - Vessel Traffic Services ((~~VTSS~~, C:l))
G-OCA - Air Stations ((C:a, C:b))
G-OCU - All cutters except **ATON** cutters (all A: except those listed under **G-OPN** above)
G-OPN - Aids to Navigation Teams (ANTs, C:w), **ATON** Cutters ((A:m, A:m, A:o, A:p, A:q, A:r, AXs)), Bases ((C:d))
G-OPN - Loran Stations ((C:v)), Omega Stations ((D:x))
G-OPN-1 - Icebreakers ((A:c))
G-OPR - Stations ((C:i)), Groups ((D:d))
G-WPM - Recruiting units ((C:c, C:t, E:r)), CG Officers Assigned to Other Agencies ((D:l))
G-WR-3 - **PERSRUS** ((E:b))
G-WTR - Reserve units (all F: distribution units) or directives affecting reserve personnel
G-WTT - Training Commands ((D:m, D:s))

2. **DCs** shall also ensure that:

- a. The clearance copy sheet includes appropriate staff symbols on the official file copy. The last three spaces for clearance by Commandant ((~~G-CCS~~)), Commandant ((~~G-CV~~)), and Commandant (G-C) respectively, shall be used if the Chief of Staff or higher authority is signing the directive.
- b. The originator has prepared a Digest when the directive is submitted to officials cited in paragraph **F.2.a.** above. Commandant ((~~G-SII~~)) shall clear those directives prior to submission to the Chief of Staff or higher authority.
- c. Commandant ((~~G-SII~~)) clears Non-directive documents, including technical reports and periodicals, as discussed in Section **K.** of this Appendix.

G.. Headquarters Signing Authorities. For further details see the Delegation of Authority Manual, **HQINST 5402.3** (series).

1. The Chief of Staff and Deputy Chief of Staff are the signing authorities for directives that require the diversion of time or resources to special or unusual functions.
2. The Chief, Public Affairs Staff, Commandant ((~~G-CP~~)), may sign routine directives concerning noteworthy happenings or other special public events on radio or television.

3. Assistant commandants, Chief Counsel, and chiefs of special staff offices are authorized to sign directives, including **ALDISTTS**, not restricted by 1. and 2., above.
4. Only the Commandant, Vice Commandant and Chief of Staff are authorized to sign **ALCOAST** messages.

H.. Conflict Resolution. Directives originators are encouraged to resolve non-concurrences at the lowest level possible. In the event consensus cannot be reached at the staff level, the issue will be forwarded up the chain of command for resolution (i.e., to Commandant ~~((G-CCS))~~, if **necessary**)..

I. Impact Assessment. An impact assessment statement is required on all Commandant directives assigning new tasking or updating an existing tasking imposed on the field. The statement shall be prepared by the office imposing the tasking. It is a process for evaluating the **expected effect** or impact of new or revised **taskings** for operational commands generated by a revised or new program, policy or law. The objective is to define how much and in what way a new task will change the workload at a field unit, and who at that unit will be the most affected. This will result in a better understanding of expectations by both the originator and the facility advocate. This assessment should be circulated with the concurrent clearance. During the clearance process, **FMs** will evaluate and comment on the ability of their facilities to complete the new task(s). (See Section F) The two required categories are "personnel resources required" and "training." In some cases, funding may also need to be addressed. No directive assigning **taskings** shall be published without an impact assessment. (See sample format, p. A-6)..

1. Personnel Resources Required:

- a. What level person (by rank and/or position) is expected to perform the task?
- b.. How many people at each unit/level will be required to accomplish the task (including alternates, if required)?
- c. How many hours are required for each person performing the task? The time includes not only the time required for preparation of the report or other documentation required, but also estimated time for the work leading to the report/documentation. For instance, the Command Drug and Alcohol Representative responsibilities include not only time to prepare the annual reports, but also time to prepare for counseling, documentation of cases, time devoted to obtaining appointments for screening/follow-up, etc.

2. Training:

- a. How much training time will initially be required to ~~educate~~ **the** person(s) fulfilling the task? How much time for follow-on training?
- b. How much time will the responsible individual(s) spend training other members of the command? Has this time been included in "Personnel Resources" above?
- c.. By what means will training be provided to the person(s) responsible for the task (resident training, correspondence course, on-the-job training, etc.)?

3. Funding: Funding is not always a consideration. ~~Taskers,~~ **Taskers,** however, need to be aware of not imposing costly ~~tasking if~~ **tasking if** offsetting resources have not been identified. In general, tasking requiring expenditures in time only will not have a funding aspect requiring further explanation. However, when tasking is assigned requiring equipment purchase, significant travel or other expenses, a funding section to the impact assessment should be completed.

- a. What funding level will be required to accomplish tasking?
- b. Where will funding come from?
- cl. What will funding be used for?
- d. Are expenses one-time or recurring?

IMPACT ASSESSMENT (SAMPLE)

1. PERSONNEL RESOURCES REQUIRED. This new task will require the designation of a collateral duty officer ((CDO)) at the junior officer or senior petty officer level at all CG operational commands other than those units below the group level. This responsibility will normally be assumed by the parent command of units below the group level. Annual reporting by the CDO will be required in March, citing those who have attended training and what training was provided. In addition to training, this new task is expected to require an average total of **3-5** days of work per year at a typical CG command. No new resources are being provided for this task. District program coordinators will be selected by district commanders from their existing staffs. Workload for these coordinators is expected to require approximately **3** weeks of staff/training time per year.

2. TRAINING REQUIRED (Initial and Follow-on): Training for district program coordinators will be arranged and funded by the HQ program manager. The designated CDO at each command will require 2 days of off-site training provided by the district program coordinator. All personnel assigned to operational units will be required to receive 2 hours of training annually, either at their unit or at a local central site.
 3. FUNDING. Funding needed to complete this new task is expected to be insignificant and will be absorbed within existing funding bases. This is a one-time expense. .
-

J.. Non-Directive Material. The process required for developing Non-directive material shall be approved via the chain of command. (See chapter 9. for a complete discussion of Non-directive materials). In addition, the following responsibilities apply:

1. Assistant commandants, Chief Counsel, and chiefs of special staff offices must confirm the need for proposed periodicals, as well as their technical accuracy and compliance with current policies. Requests for periodicals must note whether the periodical will be distributed at Government expense or sold.
2. Commandant ((G-SIII)) shall serve as the control point for the **approval** of periodicals and shall:
 - a. Assist originating offices in estimating costs and probable cost-effectiveness, determining need, and evaluating alternative media.
 - b. Monitor costs and assure that expenditures are kept within budget limits for periodicals.
 - c. Ensure that DOT and other Government requirements for periodicals are met.
 - d. Forward a copy of all properly coordinated and approved periodical requests to the Office of Management and Budget ((OMB)) via the Office of the Secretary of Transportation ((OST)) for final approval.
 - e. Arrange for the printing and distribution of periodicals, when required.
3. The originator must make every effort to consolidate periodicals. Requests for preliminary approval of new periodicals shall not be submitted until every effort has been made to incorporate the information into an established issuance.

K. Processing and Printing Procedures for Non-Directive and Directive Materials. Commandant ((G-SII)) will review cameraready documents after review of the DC, prior to being signed, and prior to printing. Commandant ((G-SII)) approves SSIC numbers and assigns numbers following the decimal point sequentially. The following applies:

1. Coordination. The DC coordinates with the originating office or special staff office and Commandant ((G-SIII)) during the drafting stage and prior to signature whenever there is a question regarding format or adherence to policy.
2. Date. All Directives will be dated when signed. If necessary, Commandant ((G-SIII)) will stamp the date on the directive before it goes to print.
3. Signature. Commandant directives being signed by assistant commandants may be signed before submission to Commandant ((G-SII)) and submitted with a printing requisition. This is designed to streamline processing, but does not preclude return of the directive to the originator for corrections.
4. Executive Folder. On the left side of the folder include the following: an electronic copy such as a floppy diskette, CD-ROM, or zip drive--when submitting to G-SII for processing (~~under~~ certain conditions an e-mail submission will be acceptable, but check with G-SII before sending (also see Electronic Submission for specifications); concurrent clearances; a printing requisition (original and eight copies--see enclosure ((5))); and a photocopy of the letter of promulgation. This photocopy will be used to make the appropriate entry in the Directives Publications and Reports Index ((DPRI)), COMDTNOTE 5600.. On the right side of the folder are the original signed directive and the official file copies.
5. Digest/Resolution of Clearance.
 - a. Use the digest to summarize long documents; especially those forwarded up the chain for signature. If you need to provide a detail description that exceeds the space on the digest, use a memo.
 - b. Since the digest is informal, you may single space between paragraphs to maximize the space. **DO NOT** modify the form to accommodate your needs. Here are some helpful hints on when to use the digest:

- (1) For long or complex documents, hit the high points of the document, realizing the signing official cannot necessarily read every document in its entirety.
 - (2) For documents needing explanatory comments that cannot appear in the document being signed (i.e., a political spin). This gives the signer detailed insight.
- c. Do not use a digest for documents that are short and self-explanatory.
 - d. The space below (Signer's Comments) is for the signing official to make notes.
 - e. The Concurrent Clearance Form(s) ((~~CG-4590~~)) is also included in the package. In the event clearances cannot be resolved at the assistant commandant or special staff office level, Commandant ((~~G-CCS~~)) is the final resolution authority. Material to be signed by the Chief of Staff or higher authority shall be cleared by Commandant ((~~G-SII~~)) prior to submission for signature and compliance with directives policy.
6. Printing Requisition. A printing and binding requisition, form DOT 1700.3, Enclosure (5) is included and routed to Commandant ((~~G-SII~~)) for printing after signature.
- L. Headquarters Distribution. Commandant ((~~G-SIII~~)) coordinates distribution with the Department of Transportation (DOT), which provides services for Headquarters.
 1. Initial Distribution. All distribution requirements shall be reported to Commandant ((~~G-SIII~~)) to ensure sufficient quantities of materials are printed for initial distribution.
 2. Subsequent Distribution. Requests for material shown in the ~~DPRI~~ as being stocked by other than DOT shall be submitted to the ~~appropriate~~ stock point. (See ordering instructions in the Directives, Publications and Reports Index, ~~COMDTNOTE 5600~~)..
 3. Minimum Quantity Requirements for Field Unit Distribution. These minimum quantity requirements do not apply to classified directives. Distribution of classified directives shall be handled by the originator with the appropriate clearance. Other Commandant directives are distributed as follows:

- a. Area offices ((SDL Symbol "B:b")) receive eight ((8)) copies of all Commandant instructions, notices, manuals and changes thereto;
- b. **MLCs** ((SDL Symbol "B:c")) receive copies as indicated:
 - (1) 10 copies of Commandant instructions and changes thereto;
 - (2) 5 copies of Commandant notices; and
 - (3) Varying numbers of manuals strictly on a need-to-know or action required basis. In all cases, changes to the manuals will be distributed on the same basis as the initial allowance.
- c. District offices ((SDL Symbol "B:d")) receive copies as indicated:
 - (1) 10 copies of Commandant instructions and changes thereto;
 - (2) 5 copies of Commandant notices; and
 - (3) Varying numbers of manuals strictly on a need-to-know or action required basis. In all cases, changes to the manuals will be distributed on the same basis as the initial allowance.
- d. Integrated Support Commands ((SDL Symbol "G:K")) receive 2 copies.
- e. U. S. Coast Guard Academy ((SDL Symbol "B:e")) receives 1 copy of all Commandant instructions, notices and changes thereto. When the Academy is identified as an action addressee, 12 copies of the instruction, notice or manual will be forwarded.
- f. Send to groups and other units, as appropriate.
- g. Give consideration to those units in **SDL** section B, such as the **CG** Institute and training commands, so that vital information is conveyed.

M. Out-of-Stock Notifications and Allowance Changes. If a publication remains out-of-stock for a period longer than six ((6)) months, consider deleting the directive and have it removed from the **DPRI**. Commandant ((G-SIII)) will reprint directives of less than twenty-five ((25)) pages when the stock is depleted. All other directives must be reprinted at the expense of the sponsoring Directorate or special staff offices.

1. Out-of Stock Notification and Procedures. When publications reach a reorder level, the Transportation Administrative Service Center ((TASC)) Warehouse forwards the Stock Level Notification Form, **OST F 1700.6**, to Commandant ((G-SII)).. (Stock levels are shown on the form as of the date issued by **OST**).. Upon receipt of this form, Commandant ((G-SII)) sends it to the DC of the sponsoring Directorate or special staff office for action, who has 5 workdays to respond. If no answer is received within that time, the form is forwarded to the originator of the publication. Again, 5 workdays are provided. Each time there is no response, notification is moved up a layer of command and another 5 workdays are provided ~~for reply~~.. This form has preprinted action items for the originator to check when responding. The originator or DC shall check the appropriate block and return the form to Commandant ((G-SII)).. If the publication will be reprinted, DOT Form **1700.3** (enclosure ((5))) should be forwarded, along with the negatives or camera copy, to Commandant ((G-SII)) for printing. If the publication is being revised, but not expected for **6** months, the DC should note this on the **OST** Form F **1700.6**, as well as on the DOT Form **1700.3**.
2. Procedures for Establishing Allowances.
 - a. Initial Allowances for New Units. Initial allowances for newly established units require the joint efforts of all personnel involved in the Directives System. For newly established units, the following procedures apply:
 - (1) Upon receipt of the **OFCO** establishing the new unit and of **CG** Form **4183**, Change of Mailing, Billing and Freight Address, Commandant ((G-SII)) will forward a request to the appropriate stock points for initial allowances. At the same time, a copy of the request will be sent to the new unit and to the program manager in Headquarters. If a directive is out of stock, Commandant ((G-SII)) will forward the request to the DC.
 - (2) The originating office shall obtain, or reprint for stock, and mail those directives to a new unit. The coordinator must notify Commandant ((G-SII)) of the date the ~~directive~~ is mailed or action taken.
 - b. **DCs** shall adjust distribution records to ensure that new units receive those directives and periodicals needed. Follow-up action on initial allowances will be done by the newly established unit with assistance from Commandant ((G-SII))..

3. Allowance Changes. Request for Allowance Change, CG Form 5323, is forwarded to Commandant ((G-SIII)) by the requesting unit. The following shall occur in Headquarters:

- a. Commandant ((G-SIII)) forwards a copy of CG Form 5323 to the originator via the DC for evaluation. The evaluation concludes with a determination to increase or decrease the allowance for units of a similar type or class. The sponsor shall indicate recommended action; a justifying narrative is required if allowance is denied. The DC returns the form to Commandant ((G-SIII))..
- b. The entire allowance change process shall not take longer than 20 workdays.

N. CD-ROM Directives System. The Coast Guard currently has an automated (CD-ROM) directives system. The system is in addition to the standard paper copies of Commandant Instructions and Manuals. This dual system will continue until the complete migration to Workstation III. However, distribution of paper documents to the field will be reduced as the Workstation III's are deployed.

O. Instructions on Internet/CWeb. Representation of Commandant Instructions viewed on the Internet/CWeb are only copies of instructions. They may not necessarily be an official issue of an instruction. Only signed instructions on the CD-ROM and published copies are the official version of an instruction.

PARAGRAPH GUIDELINES FOR DIRECTIVES

Level Over **25** Pages

Less than 25 ' Pages

1st CHAPTER 1

1. PARAGRAPH

A. Section. or Section

a. Subpara

1. Principal Para/Principal Para

(1) Subpara

a. Principal Sub para

(a)

1)

1.

(a)

a.

Use chapters only in a directive with **25** or more pages. Use the identification "CHAPTER" only on page 1 of the chapter.

Type text using the format below. Indent subparagraphs four spaces.
Indent an example to set it off.


CHAPTER 1. ~~XXXXXXXXXXXX~~

A. ~~XXXXXXXXXX~~. Bold type may be used at all levels in lieu of underscoring.

[illegible]

a. XXXXXX.. Underscoring is optional at this level. If sub-paragraph titles are used, underscoring or bold type must be used.

! EXAMPLE: ~~XX~~.

(1) 

[illegible]

Encl. (2) to COMDTINST M5215.6C

SUGGESTED PARAGRAPH GUIDELINES

THE PARAGRAPH TITLES LISTED BELOW ARE SUGGESTED. AN ASTERISK APPEARS ON PARAGRAPHS WHICH MUST APPEAR IN DIRECTIVES, ALONG WITH INFORMATION ABOUT THEIR PROPER U-SE.

1. PURPOSE.* Must be used in all directives.
2. ACTION.* Must be used in all directives.
3. DIRECTIVE AFFECTED.* Must be used in instructions and manuals, when applicable.
4. BACKGROUND. Optional.
5. DISCUSSION. Optional. However, is most often used in instructions or manuals to provide a foundation for information which follows.
6. PROCEDURE. Normally used to state specifics about how a task is to be performed.
7. CHANGES. Normally used in instructions and manuals to impart new information impacting a program.
8. POLLUTION PREVENTION ((P2)) CONSIDERATIONS.* Must be used in directives that have P2 Considerations. See **Enclosure (7)** and contact **G-SEC-3** for additional guidance.
9. FORMS/REPORTS.* Must be used in any directive which prescribes the use of a form or report.

COMDTINST CXXXX.XE

CONFIDENTIAL

COMMANDANT INSTRUCTION CXXXX.XE

Subject: ~~XXXXXXXXXXXX~~ ~~XXXXXXXXXX~~ (C)

Ref: (a) (Use NOTAL for those references not held by all addressees)

1. (U) PURPOSE. This instruction prescribes procedures
2. (C) ACTION. Area, maintenance and logistics commands and district commanders shall group commanders, captains of ports, and commanding officers of units above the group level shall
3. (U) DIRECTIVES AFFECTED. COMDTINST CXXXX.XD is canceled.
4. (C) DISCUSSION. The reporting of something sighted is vital

DEPARTMENT OF TRANSPORTATION U S COAST GUARD CG-4590 (Rev 5-83)		CONCURRENT CLEARANCE		TO (Symbol and Station)		
IDENTITY OF MATERIAL				RETURN TO (Symbol and Station)		
EXPLANATION/REMARKS/DIGEST						
CLEARANCE COPIES ROUTED TO				DEADLINE DATE FOR RETURN TO ORIGINATOR		
ORIGINATING OFFICE/DIVISION CLEARANCE (Name Signature)			DATE			
CLEARING OFFICER(S) TITLE ACTION AND COMMENTS IF ANY (May be continued on another sheet)				NON CON- CUR	MEMO ATTACHED	CON- CUR
RETURN TO ORIGINATOR S CONTACT				NAME	ROOM	PHONE

Enclosure. (5) to COMDTINST M5215.6C

PREPARING FORM DOT F 1700.3
HEADQUARTERS ONLY

- 1.. Enter the name and room number of the person most familiar with this job; the routing symbol, and telephone number in Block #1..
- 2.. Enter **USCG** in Block #2..
- 3.. Leave Block #3 blank.
- 4.. Enter Directive Title and **SSIC/CG** NO. in Block #4.. Leave other spaces blank, except when applicable.
- 5.. Enter the number of manuscript pages, negatives, or camera copy (originals) in Block #5.. Example: manuscript pages 10,, negatives 5,, camera copy 4,, Total = 19..
- 6.. Enter the total number of copies to be printed, including the stock level in Block #6..
- 7.. Enter **69x0201** in Block #7..
- 8.. Enter the estimated cost for this job in Block #8.. For assistance, contact the printing specialist in **G-SII**, room 6106..
- 9.. Enter the date you want this job distributed in Block #9.. In coordination with the printing specialist determine a reasonable date for distribution.
- 10.. Enter the type of paper (normally, OFFSET) SUB. 50,, finished size **8 1/2 x 11"**, color white in Block #10..
- 11.. Black ink is normally used. If color printing is required, consult the printing specialist for colors and numbers in Block #11..
- 12.. Normally, proofs are not required. When composition or color printing is essential, check "YES" and the "KIND" in Block #12 to create proofs.
- 13.. Enter "HEAD TO HEAD" (both sides) or other choice desired in Block #13..
- 14.. Leave blank, except when applicable in Block #14..
- 15.. Normally enter "AS PAGED,"; "STITCH," 1; "POSITION" upper left in Block #15,, otherwise specify.

Enclosure (5) to COMDTINST M5215.6C

- 16.. Normally enter "HOLE SHAPE," Rd; "NO.. HOLES," 3; "DIAM," 3/8;
"INCHES CTR TO CTR," 4"; "POSITION," Left in Block #16,, otherwise
specify.
- 17.. Enter additional or Special Printing and Binding Instructions in
Block #17,, that are not covered in Block #10..
- 18.. Enter "QUANTITY (UNITS)," original and negatives plus the number of
copies you want sent to you; "TO," your routing symbol and room
number in Block #18..
- 19.. Distribution instructions, fill out area where distribution apply in
Block #19..
- 20.. Leave blank Block #20 (filled out by DOT).
- 21.. Check, if applies in Block #21..
- 22.. Check, if applies in Block #22..
- 23.. Check, if applies in Block #23..
- 24.. Enter your AFC-30 accounting information (sample format for AFC-30
is 2/T/801/199/30/0/MA/7007110/2409 and document number e.g.
37/98/238/T/MA/7007110/2409) in Block #24..

REQUESTING OFFICE (SIGNATURE) - Signature of the office chief, or
AFC-30 manager for your directorate or special staff office.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL G-SII at 7-2308 or 7-2631..

Enclosure (5) to COMDTINST M5215.6C

LOGGED IN BY _____				Shaded areas for OST Printing Branch use							
1. PERSON TO CONTACT ABOUT THIS WORK				ROUTING SYMBOL		TELEPHONE NO.		2. AGCY. LTRS.		3. REQUISITION	
4. TITLE OR DESCRIPTION OF WORK						FORM NO. OR GPO PROGRAM NO.		RIDER <input type="checkbox"/>		GPO REQ. No.	
								REQUEST		SCHED. COMPI	
5. PAGES (Not Sheets) OF MATERIAL SUBMITTED				6. QUANTITY (UNITS OF FINISHED PROD.)		FINISHED PRODUCT UNIT					
MANUSCRIPT		NEGS/POS		CAMERA COPY		TOTAL		<input type="checkbox"/> BOOKS OR PAMPHLETS		<input type="checkbox"/> BLANK FORMS (SHEETS)	
								<input type="checkbox"/> FOLDERS		<input type="checkbox"/> SETS	
								<input type="checkbox"/> OTHER (SPECIFY)		<input type="checkbox"/> TABLETS	
7. APPROPRIATION				8. EST. COST (AGCY.)		EST. COST		ACTUAL COST		9. DATE WANTED A	
PRINTING, BINDING, AND DELIVERY INSTRUCTIONS											
10. PAPER				11. INK							
SUB.				COLOR							
TEXT				COVER							
OTHER (SPECIFY)											
12. PROOFS WANTED				13. PRINT				14. FOLD TO X			
NO YES				ONE SIDE ONLY HEAD TO HEAD HEAD TO FOOT HEAD TO SIDE (SEE SAMPLE)				PERF. TRIM 4 SIDES			
15. GATHER (Assemble)				STITCH (NO. OF STAPLES)				POSITION			
AS PAGED OTHER (SPECIFY)				SIDE SADDLE TOP							
16. PUNCH OR DRILL				HOLE SHAPE NO. HOLES DIAM.				INCHES CTR. TO CTR. POSITION OTHER (SPECIFY)			
17. ADDITIONAL OR SPECIAL PRINTING AND BINDING INSTRUCTIONS (USE ADDITIONAL SHEETS IF NECESSARY)											
CHECK BOX											
TYPE											
18. DISPOSITION OF WORK											
PICK UP BY MAIL MESSENGER CALL EXTER.											
DELIVER TO DISTRIB. SVCS.											
DELIVER ACCORDING TO FOLLOWING DATA ATTACHED											
QUANTITY (UNITS) TO											
DISTRIBUTION INSTRUCTIONS											
WASHINGTON HEADQUARTERS FIELD MAILING LISTS											
19. DISTRIBUTE TO											
20. DIRECT SHIPPING INST. ATTACHED											
21. DISTRIBUTE ON RCPT. OF WORK											
22. DISTRIBUTE WHEN NOTIFIED											
23. FOR INSTRUCTIONS CALL:											
24. ADDITIONAL OR SPECIAL DISTRIBUTION INSTRUCTIONS											
IT IS CERTIFIED THAT THIS WORK IS AUTHORIZED BY LAW AND NECESSARY TO THE CONDUCT OF THE BUSINESS OF THIS ORGANIZATION AND THE ILLUSTRATIONS ORDERED ARE NECESSARY AND RELATE ENTIRELY TO THE PUBLIC BUSINESS.											
CLEARED BY (SIGNATURE)											
REQUESTING OFFICE (SIGNATURE)											
PRINTING REVIEW POINT (SIGNATURE)											
ROUTING SYMBOL DATE ROUTING SYMBOL DATE ROUTING SYMBOL DATE											
Form DOT E 1700-3 (7-88) PRINTING, BINDING, DISTRIBUTION, AND EDITORIAL SERVICES REQUEST 1 PLAT											

ELECTRONIC SUBMISSION
HEADQUARTERS ONLY

Electronic Submission. This paragraph clarifies the submissions of COMDT directives on an electronic media such as a floppy diskette, CD-ROM, or zip drive when submitted to G-SII for processing. Under certain conditions an e-mail submission will be acceptable, but check with G-SII before sending. All files must be easily accessible and readable by Commandant ((G-SII)). Use of applications not available on SWIII used to create a directive is discouraged. If, however, a non-standard SWIII application is your only option, it will require approval from Commandant ((G-SII)) before proceeding. This alternative may be granted only when no other application on SWIII is acceptable. This is not meant as a restriction or detriment, but as an encouragement to maintain uniformity, standardization, and use of established applications on SWIII Coast Guard wide. For creating the electronic version of COMDTINST's, follow the guidelines described below:

1. Place all files, that make up an entire directive, on an electronic media accessible by SWIII such as a floppy diskette, CD-ROM, or zip drive.
2. With high space documents, create compressed or zipped files to conserve electronic media space.
3. The electronic media must contain all files needed to produce and print the directive (this includes the letter of promulgation, introduction, table of contents, chapters, graphic files, appendices, enclosures, and etc.).
4. Accompanying the electronic copy, include a statement saying **"THE FILES ON THIS MEDIA SHOULD BE PRINTED IN THE FOLLOWING ORDER: ."** List: all file names that make up the Directive (in sequence), the responsible sponsoring Directorate, a point-of-contact ((POC - someone who is accountable for the document)), office symbol, and the POC's phone number.

POLLUTION PREVENTION ((P2)) CONSIDERATION

Pollution Prevention ((P2)) Consideration. In developing policy directives, Headquarters Program Managers shall:

- A. Determine whether the scope of the directive involves P2 Considerations. If so, incorporate a section entitled "Pollution Prevention ((P2)) Considerations". The objective of this section is to allow Program Managers to inform Coast Guard personnel of the P2 opportunities concept and the importance of P2 application to their program.

The P2 considerations section is applicable to guidance and policy that deal with:

1. Routine, non-critical maintenance or operational procedures that involve the procurement or use of hazardous or toxic material and/or produce hazardous waste;
2. Procurement, acquisition or contracting procedures;
3. Logistics or inventory control procedures.

Directives meeting these criteria shall include P2 considerations emphasizing the potential for using alternative materials and/or implementing process changes that meet P2 objectives. Types of directives involved include:

- a. Technical manuals that include policy/guidance on process procedures or maintenance requirements, especially if hazardous or toxic materials are used or if hazardous waste is produced. This includes most aircraft, vessel and shore facility maintenance manuals.

Manuals should include recommendations, or where practicable, requirements for the use of specification-comparable, environmentally preferable (less hazardous) materials/products which reduce or eliminate the need for costly hazardous waste disposal.

Manuals should also recommend process changes that would reduce or minimize the amount of hazardous waste generated.

Enclosure ((7)) to COMDTINST M5215.6C

Care must be taken to insure that any such recommendations or requirements do not compromise the manufacturers' warranties of systems being serviced.

See Defense General Center's Environmentally Preferable Products Guide, available through G-SEC-3.

- b. Procurement, contracting or acquisition policy/guidance. Should require, where 'feasible, that requisitioners seek less hazardous, environmentally preferable materials, and that acquisition project managers ensure new or upgraded systems incorporate Pollution Prevention concepts to the maximum extent practicable.

Every effort should be made to specify or design new or upgraded assets in ways that, during their construction/manufacturing phase and over their operational life minimize the use of hazardous materials and/or generation of hazardous wastes. In other words, Pollution Prevention concepts should be "designed in" from a project's very earliest stages.

When hazardous materials are required at the local level, those products should be procured in reasonable amounts on an as-needed basis to reduce excessive inventories. Keeping on hand only sufficient amounts of those hazardous materials necessary to perform mission functions will not only decrease safety concerns, but will minimize the need to eventually dispose of outdated or excess stock as hazardous waste.

- c. Logistics/inventory control policy/guidance. Should include FIFO (First In First Out) concepts to reduce wastes from expired or "past" shelf-life materials.

Policy should encourage the establishment of shelf-life 'extension programs. Assistance in this regard may be obtained from G-SEC-3 or from outside sources such as the Navy's shelf-life extension experts.

- B. Headquarters Assistance: Contact the Headquarters Pollution Prevention Program Manager ((G-SEC-3)) in the early stages of your policy development to assess whether a P2 Consideration section is applicable to your directive, and to obtain further information and guidance in formulating a P2 Considerations section.

6. If P2 Considerations Are Not Applicable: If the directive has no Pollution Prevention considerations, include a paragraph in the directive's letter of promulgation that Pollution Prevention considerations were investigated in the directive's development, and determined to be not applicable to its scope. Suggested paragraph text is:

POLLUTION PREVENTION (P2) CONSIDERATIONS: Pollution Prevention considerations were examined in the development of this directive and have been determined to be not applicable.

on an electronic media such as a floppy diskette, CD-ROM, or **zip** drive when submitted to **G-SII** for processing. Under certain conditions an e-mail submission will be acceptable, but check with **G-SII** before sending.

